

DD/S&T 3705-68

25 September 1968

MEMORANDUM FOR: Deputy Director for Science and Technology
SUBJECT : Records Management Program

1. The O/DD/S&T reviewed its records holdings with the purpose to up-date its Records Control Schedule to coincide with current requirements. The DD/S&T Records Administrative Officer and his assistant will go to the Records Center on 9 October 1968 to review temporary holdings that are scheduled for destruction.

2. All of the O/DD/S&T records holdings are either temporary files with a definite destruction date or permanent files that the DD/S&T is required to keep by law. At the present time the DD/S&T has ten cubic feet of temporary records at the Records Center with definite destruction dates. These records will be reviewed by the RAO/DD/S&T and the Chief of the Records Center to see if any changes should be made in the retention periods of these records. In the near future the twenty-six cubic feet of permanent files will be screened and reviewed.

25X1A 3. [REDACTED] Deputy Chief/SPINT Staff was contacted and an indefinite item in the SPINT Staff Records Control Schedule is to be changed to permanent retention. SPINT Staff currently has twenty-two cubic feet of permanent records and one cubic foot of indefinite records at the Records Center.

4. Since the creation of the O/DD/S&T there has always been a current records program. At the present time, records are screened once a year and retired to the Records Center under the Records Control Schedule as appropriate. As part of the O/DD/S&T efforts to participate in the current records purge, a review and revision of the O/DD/S&T Records Control Schedule will be made. Changes, corrections and additions will be made by the RAO/DD/S&T to keep the schedule up-to-date and consistent with Agency regulations governing records disposition.

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[REDACTED]
Records Administrative Officer
DD/S&T